

DESIRED COMPETENCIES & TRAINING REQUIREMENTS For SERVICES ACQUISITIONS

REQUIREMENTS TEAM ROLE	DESIRED COMPETENCIES (Skills needed to perform this role)	TRAINING REQUIRED/DESIRED
Performance Work Statement (PWS) Writer	<ul style="list-style-type: none"> ■ Understanding of the requirement (in detail) ■ Knowledge of trade terms ■ Ability to convey requirements clearly and effectively ■ Understanding of how the requirements will be measured for performance ■ Understanding of incentives/contract structure ■ Understanding of PWS formatting (including reports) 	<p>Roles & Responsibilities training: Contracting for the Rest of us (DAU) CLC011</p> <p>CLC007 Contract Source Selection</p> <p>ARRT (or SAW/JIT)</p> <p>Journeyman level skill (minimum) in functional area</p> <p>Basic Ethics and Organizational Conflict of Interest Class</p> <p>Plain language tips, http://www.plainlanguage.gov/plLaw/index.cfm</p> <p>Plain Lang. ex on U-tube on active voice http://www.youtube.com/watch?v=IYR5Ib0IcO4</p>
Government Cost Estimator (IGCE)	<ul style="list-style-type: none"> ■ Understanding of the requirement - in sufficient detail to allow for an Independent Government Cost Estimate (IGCE) ■ Ability to translate requirements into work packages ■ Understanding of cost estimating techniques ■ Understanding of new contract costs in relation to prior contract ■ Understanding of competencies and material needed to perform contract ■ Familiarity with the Service Contract Act and the Department of Labor wage requirements. 	<p>CLC011 Contracting for the Rest of Us</p> <p>CLC013-Services Contracting</p> <p>CLC064 Wage Determinations for Service and construction contracts</p> <p>CLC056 Analyzing Contract Costs</p> <p>CLC058 Introduction to Contract Pricing</p> <p>CLC131 Commercial Item Pricing</p> <p>Basic Ethics and Organizational Conflict of Interest Class</p> <p>BCF 103 Fundamentals of Business Financial Management</p> <p>BCF 106 Fundamentals of Cost Analysis</p>
Quality Assurance Plan Developer (QASP)	<ul style="list-style-type: none"> ■ Understanding of the requirement (in detail) ■ Knowledge of trade terms ■ Ability to articulate clearly and effectively ■ Understanding of how the requirements will be measured for performance ■ Understanding of incentives/contract structure ■ Understanding of Quality Assurance (QA) plan formatting (including reports) ■ Understanding of contract risk and mitigation ■ Understanding of types of contract surveillance and how they impact performance and cost ■ Understanding of contract inspection clauses 	<p>CLC011 Contracting for the Rest of Us</p> <p>CLC013-Services Contracting</p> <p>CLC106-Contracting Officer Representative with a Mission Focus</p> <p>CLC222-COR Online Training</p> <p>Basic Ethics and Organizational Conflict of Interest Class</p>
FUNCTIONAL SERVICE MANAGER (FSM)	<ul style="list-style-type: none"> ■ Understanding of the requirement (in detail) ■ Knowledge of trade terms ■ Ability to convey requirements clearly and effectively ■ Understanding of how the requirements will be measured for performance ■ Understanding of incentives/contract structure ■ Understanding of PWS formatting (including reports) ■ Understanding of steps and time necessary to bring performance to contract ■ Understanding Functional Chief IS responsible to develop complete requirements package(assign capabilities technical and other effort) 	<p>Just in time training by Contracting Officer assigned to the Functional Service Manager in requirement to complete procurement (only necessary with first time managers)</p> <p>ACQ265 Mission Focused Services Acquisition</p> <p>CLC013-Services Contracting</p> <p>CLC106-Contracting Officer Representative with a Mission Focus</p> <p>Basic Ethics and Organizational Conflict of Interest Class</p>